

# Wisconsin Department of Safety and Professional Services

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## **DIVISION OF PROFESSIONAL CREDENTIAL PROCESSING**

### **CONTINUING EDUCATION REQUIREMENTS FOR WISCONSIN REAL ESTATE LICENSEES**

#### **CONTINUING EDUCATION GENERAL REQUIREMENTS**

Licensed real estate brokers and salespersons must satisfy continuing education requirements during each licensing period, December 15 of even-numbered years to December 14 of even-numbered years. Continuing education is not required during the biennium in which license was first issued.

Renewal applications are sent to brokers and salespersons early in November of each even-numbered year. Brokers and salespersons must complete the continuing education requirement by December 14 of that year. Late renewals require completion of continuing education and an additional \$25 late fee. If renewing late, licensees may not practice as a real estate agent before satisfying the requirements and receiving a renewed license.

#### **REQUIRED HOURS AND COURSES**

All licensees must complete 18 hours of continuing education in each biennium through six approved 3-hour courses. Courses 1, 2, 3 and 4 and two elective courses are required.

#### **APPROVED CONTINUING EDUCATION PROVIDERS**

Only providers and instructors approved by the Department may offer approved continuing education courses. The Department does not approve other real estate courses which are available to licensees in Wisconsin or elsewhere. The Department only approves the precise courses that it has designated at the beginning of each licensing period. Courses may be offered in a classroom or through distance education. "Distance education" includes, but is not limited to, the delivery of educational programs and courses on CD-ROM, via remote classroom, or over the Internet.

#### **TIMES, DATES AND LOCATIONS OF COURSES**

Licensees should contact approved real estate continuing education providers for the dates, times and locations of courses. A list of approved providers is available on the Real Estate Salesperson and Broker Continuing Education Information pages of the DPCS website.

#### **TEST-OUT EXAM IN LIEU OF ATTENDING CLASSES**

The continuing education test-out option is no longer available due to the real of Wis. Stat. §452.12(5)(c)(2)

#### **EXTENSION OF TIME TO COMPLETE EDUCATION**

The Department may grant an extension of time for completing continuing education and may grant a renewal license under certain conditions, including active military duty, verified poor health conditions that prevented the ability to satisfy the requirement or compelling reasons beyond the control of the licensee.

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## CERTIFICATES OF ATTENDANCE

Providers are required to give each student a certificate of attendance after successful completion of continuing education courses. Licensees should retain this certificate for a minimum of five years. Proof of continuing education need not be sent to the Department unless requested specifically by the Department. Licensees must certify on their license renewal application that they have completed the continuing education requirement. Making a false statement in connection with any application for licensure is grounds for revocation and denial of that license. The Department conducts periodic audits of compliance with continuing education requirements.

## NON-RESIDENT LICENSEES

Non-resident licensees must satisfy Wisconsin's continuing education requirement. Other states' continuing education courses do not satisfy Wisconsin's continuing education requirements.

## CONTINUING EDUCATION AFTER THE RENEWAL DEADLINE

A licensee who wishes to renew a license after the renewal deadline may obtain continuing education that was due during a previous licensing period by attending the precise courses which were required during that period. Many approved providers continue to offer courses from a previous licensing period for several months after the renewal deadline or as distance education.

Licensees renewing late may also complete a specific segment from the pre-license salesperson's education program consisting of any 12 hours taken from section (h) "real estate contracts" and section (m) "ethical real estate practice." See RL 25.03(3)(h) and (m), Wis. Admin. Code. Another alternative is to complete a 13-hour course designed for persons licensed in another state applying for a Wisconsin license.

A licensee who completes the continuing education late must also complete the 18 hour continuing education requirement for the current licensing period in order to renew his or her license at the end of that period.

## RENEWAL OF LICENSE LATER THAN 5 YEARS AFTER EXPIRATION DATE

A licensee may renew a license **within 5 years** after the license expiration date by following the procedures above. If renewing **more than 5 years** after the date of expiration, a salesperson must retake the 72-hour salesperson pre-license course and pass the exam. A broker must retake the 72-hour broker pre-license course and pass both the salesperson and the broker exam. The waiver for attorneys and persons who had received semester-hour credits in real estate or real estate-related law at an institution of higher learning applies here as well.